

CLASS TITLE: INTAKE SERVICES COORDINATOR

Class Code: 02563400

Pay Grade: 30A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the overall direction and coordination of the Intake Services Center at the Adult Correctional Institution; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Deputy Assistant Director of Rehabilitative Services with wide latitude for the exercise of independent judgement; work is reviewed for conformance to well-established procedures and regulations.

SUPERVISION EXERCISED: Plans, supervises and coordinates the work of all subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the direction and coordination of programs and functions of the Intake Services Center, including the overall supervision of admissions and orientation personnel.

To be responsible for ensuring the performance and completion of all reception and diagnostic processes in a correctional setting.

To be responsible for the coordination and daily review of the processing of inmates detained at the Adult Correctional Institutions in terms of: warrants (parole violation), Superior and District Court Mittimus, judgements, federal commitments (interstate, immigration, dual jurisdiction, etc.); determining the status of every inmate detained at the Adult Correctional Institutions (responsible for ensuring that every inmate is detained through legal documents); directly coordinating transfers from the Intake Center to the proper facilities as well as ensure that all proper paperwork accompanies the transferees.

To be responsible for the work of a staff engaged in:

- interviewing and counseling new inmates; collecting social history data;
- monitoring phone calls; administering educational, vocational and
- psychological tests; gathering and recording data for classification, security
- and program placement recommendations for new inmates.

To be responsible for: the coordination and supervision of an intake service staff whose functions include testing, screening, diagnostic work-up, orientation, etc.; ensuring that every sentenced inmate is moved from Awaiting Trial to the Admissions and Orientation Unit (daily basis); the coordination and supervision of the Intake Services personnel so as to ensure that daily functions are performed; counseling services for awaiting trial inmates; counseling services for admission and orientation of inmates; compilation of social history data; evaluation of inmates placed in protective custody; providing a formalized orientation program; providing medical and dental examinations; the receipt of educational and psychological testing; the receipt of vocational assessment testing; the determination of a security and program status; and the compilation and completion of Six-Part Folders.

To be responsible for the coordination and participation of various institutional boards (i.e., classification, work release, furlough and disciplinary); in conjunction with the Veterans Administration, to be responsible for the coordination of a weekly service which informs newly committed inmates of VA benefits and substance abuse programs offered by the federal government.

To be responsible for the development and implementation of special referrals for sentenced and awaiting trial persons to include screening and interviewing by clinical and school psychologists, intensive psychological and vocational testing, substance abuse screening and interviewing.

To be responsible for the coordination and implementation of all inmate transfers; to be responsible for ensuring that all inmates classified and/or reclassified to a lesser security are transferred expeditiously as well as ensure that all proper paperwork accompanies the transferees; to be responsible for ensuring that such procedures are also performed for inmates court-ordered to a minimum and/or work release status.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and operations of the Intake Services Center; a thorough knowledge of the principles, practices and techniques of social case work as they apply to the rehabilitation of adult offenders; the ability to work with inmates; the ability to prepare annual budget reports; the ability to coordinate and supervise the work of a staff engaged in reception and diagnostic routines; the ability to work within a security oriented institution; the ability to prepare recommendations for comprehensive treatment plans concerning appropriate vocational, education, custodial and other assignments involved in a program of adult rehabilitation; the ability to keep case records and prepare comprehensive written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Education, Social Services or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in an institutional setting providing social work, counseling, psychometrics, and/or educational services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 8, 1987

Editorial Review: 3/15/03